



PERSONNEL ISSUES & YOU

UPPS Newsletter 2008-7

Message from the Director

September 2008

As you are aware, the Kentucky Human Resource Information System (KHRIS) will go-live in January 2009. This system will replace and consolidate the existing human resource systems including personnel administration, payroll, benefits and the benefits billing systems. With that said, training will play a vital role in the successful deployment of KHRIS. The KHRIS project training team is currently working with each agency implementation lead to identify those individuals who will require agency HR training, which begins November 3, 2008.

The KHRIS project training team is in the process of developing the schedule for each module being trained. Once the schedule is finalized it will be distributed with instructions on the registration process.

In the meantime, if at anytime you have any questions or concerns, please feel free to contact my office.

Thank you!

Mary Elizabeth Harrod

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Processing & Records

Involuntary Transfers:

The Involuntary Transfer Sample Letters and Checklist have been recently updated removing the finance regulation from each. Please refer to these new documents starting on page 14 in Chapter 5 of the Procedures Manual for Personnel and Position Actions on our website at the following link:

<http://personnel.ky.gov/NR/ronlyres/BFBAE57A-AD60-4533-B672-3FE936BC717A/0/pers5s1.pdf>

Returning Retiree/Resign to Reappoint:

[Under the provisions of KRS 61.637, as amended by HB1, if the employee is already retired, has a resignation and is reappointed, even without a break in service, that employee would be considered a "newly reemployed retiree" and would not be allowed to contribute to KRS and would fall under the provisions of HB1.]

-Effective September 16, 2008 the Authorization for Returning Retirees form will be replaced by the Member and Employer Certification Regarding Reemployment form. This is the same form currently required by Kentucky Retirement Systems (KRS). As always, this form will be available on our website in the Forms Library on the homepage as well as under HR Administrators/Personnel Information/Personnel-Related Forms at the following link:

<http://personnel.ky.gov/NR/ronlyres/B4C0C99C-A432-4F94-824C-C640F5033EAC/0/Form6751.pdf>

Upon appointing a returning retiree, this form will need to be completed and sent to both KRS and the Personnel Cabinet.

Department of Personnel
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Detail to Un-Graded:

Effective immediately, actions detailing an employee to an ungraded position will be allowed without the restriction of a five percent (5%) salary increase. The salary requested must be justified in the Explanation of Duties on the information sheet in the 12:050 paperwork.

Transferring Months of Service Reminder:

Due to a recent influx of calls from employees and HR Administrators regarding months of service and leave balance transfers, we are re-posting the below chart for your convenience. This chart can also be found on our website under HR Administrators/Personnel Information at the following link:

[http://personnel.ky.gov/NR/ronlyres/3C3F9EE9-D8DD-4270-B72D-](http://personnel.ky.gov/NR/ronlyres/3C3F9EE9-D8DD-4270-B72D-4507FD6A4B60/0/TransMOSchart.pdf)

[4507FD6A4B60/0/TransMOSchart.pdf](http://personnel.ky.gov/NR/ronlyres/3C3F9EE9-D8DD-4270-B72D-4507FD6A4B60/0/TransMOSchart.pdf). Please feel free to contact us if you ever encounter an agency not listed and/or need further clarification.

Revised Feb/2008

6.11 Transferring Months of Service Form

**TRANSFERRING MONTHS OF SERVICE/LEAVE BALANCES
WITH NO BREAK IN SERVICE**

Going From	Going To	Months of Service		Leave Balances	
		Yes	No	Yes	No
Teachers' Retirement	Executive Branch	X		X	
PVA	Executive Branch	X		X	
Administrative Office of the Courts (AOC)	Executive Branch	X		X (except for Comp time)	
Board of Education	Executive Branch (only if going to Department of Education)	X		X (Sick leave only)	
Board of Education	Workforce Development Cabinet – if to 151B – Dept. for Adult & Tech. Education	X		X (Sick leave only)	
Unified Prosecutorial	Executive Branch	X		X	
Legislative Research Commission*	Executive Branch	X		X (will accept up to 200 hrs Comp time)	
KCTCS **	Executive Branch or to 151B	X			X
Chapter 16 (Trooper)	Executive Branch	X		X	
Executive Branch	Executive Branch	X		X	
Colleges or Universities	Executive Branch		X		X
County or City Government	Executive Branch		X		X
Kentucky Housing Corporation	Executive Branch		X		X
Local Health Departments	Executive Branch		X		X
Returning Retirees	Executive Branch		X		X
151B	Executive Branch	X		X	
Executive Branch	151B	X		X	
Ky Retirement System HB 461 (To and From)	Executive Branch To and From	X		X	

Note: Since we do not process P-1 actions on Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored on the payroll file.

* LRC Comp time transfer- Effective February 1, 2008

**KCTCS only up to July 1, 1998.

Previous State Service Form (Due to HB1):

Due to the conditions of HB 1, it will now be required that employees returning with previous state service (not retirees) complete a Previous State Service Certification form. This new form is available on our website in the Forms Library of the homepage as well as under HR Administrators/Personnel Information/Personnel-Related Forms at this link: <http://personnel.ky.gov/NR/ronlyres/BEC7EEF1-DAE5-49E8-97DD-A80419F88AC7/0/PrevStateServCert091008.doc>

Payroll

Deduction Processing in KHRIS:

When KHRIS, is implemented in January of 2009, the way deductions are processed and garnishments are calculated will change in compliance with federal and state laws.

These changes will primarily affect employees who have deductions for orders of wage garnishment, deferred compensation, pretax group health insurance, and flexible spending accounts.

In the current system, which has been in place since 1982, the methods of calculation require all pretax deductions, such as health insurance pretax premiums, flexible spending contributions, and deferred compensation, be given first priority in deductions. This means that these items have also been exempted in the calculation of disposable wages for garnishments. It unfortunately also results in situations where a pretax deduction might be made in full, but the legally required taxes cannot be collected against the payment.

Once implemented, these changes may affect the net payments of some employees, particularly those with pretax deductions and garnishments. KHRIS will process these payroll items in the manner set forth by applicable laws and described below: KHRIS will withhold legally required deductions (employee retirement contributions) and required payroll taxes (Social Security and Medicare Taxes, Federal Income Tax, State Income Tax, and Local Income Tax), followed by court-ordered wage assignments (such as Federal Tax Levies, Child Support Orders, and Orders of Wage Garnishment), prior to withholding any voluntary deductions, such as Flexible Spending Account or Deferred Compensation deductions.

For example, in the current system, an employee who has deductions for deferred compensation, pretax health insurance, and a flexible spending account would have those items deducted prior to the calculation and deduction of a garnishment. However, starting with the December 16-31, 2008 payperiod (the check received January 15, 2009), KHRIS will make the correct calculation of these deductions. The following example demonstrates how the calculation will differ between the current system and KHRIS:

(continued next page)

CURRENT		KHRIS	
Gross Wages:	\$1,525.00	Gross Wages:	\$1,525.00
Exempted:		Exempted:	
Federal Income Tax	\$ 43.06	Federal Income Tax	\$ 43.06
State Income Tax	\$ 45.15	State Income Tax	\$ 45.15
Local Income Tax	\$ 26.68	Local Income Tax	\$ 26.68
Social Security & Medicare	\$ 92.23	Social Security & Medicare	\$ 92.23
Deferred Compensation	\$ 150.00	Retirement	\$ 76.25
Retirement	\$ 76.25		
Group Health Insurance	\$ 180.69		
Flexible Spending Acct.	\$ 62.50		
Disposable Wages:	\$ 848.44	Disposable Wages:	\$1,241.63
Exempted Earnings (75%)	\$ 636.33	Exempted Earnings (75%):	\$ 931.22
Non-exempt Wages:	\$ 212.11	Non-exempt wages:	\$ 310.41
Amount of garnishment:	\$ 212.11	Amount of Garnishment:	\$ 310.41
Calculation of Net Pay:		Calculation of Net Pay:	
Gross Wages:	\$1,525.00	Gross Wages:	\$1,525.00
Retirement	\$ 76.25	Retirement	\$ 76.25
Social Security & Medicare	\$ 92.23	Social Security & Medicare	\$ 92.23
Federal Income Tax	\$ 43.06	Federal Income Tax	\$ 43.06
State Income Tax	\$ 45.15	State Income Tax	\$ 45.15
Local Income Tax	\$ 26.68	Local Income Tax	\$ 26.68
Garnishment	\$ 212.11	Garnishment	\$ 310.41
Group Health Insurance	\$ 180.69	Group Health Insurance	\$ 180.69
Flexible Spending Acct.	\$ 62.50	Flexible Spending Acct.	\$ 62.50
Deferred Compensation	\$ 150.00	Deferred Compensation	\$ 150.00
Credit Union Deduction	\$ 225.00	Credit Union Deduction	\$ 225.00
Voluntary Deduction	\$ 15.00	Voluntary Deduction	\$ 15.00
Charity (KECC)	\$ 10.00	Charity (KECC)	\$ 10.00
Net Pay:	\$ 386.33	Net Pay:	\$ 288.03

In situations where an employee has a voluntary pretax deduction that is so large that required payroll taxes cannot be made, our current system makes the deduction and shorts the taxes. In KHRIS, the required deductions will be withheld and the voluntary pretax deduction will not be withheld if there is not enough to pay it after paying the legally required taxes and deductions. In the example below, an employee has a large deferred compensation deduction that, when withheld, results in underpayment of legally required payroll taxes. In the current system, the taxes have gone underwithheld. In KHRIS, the system will recognize the deduction is too large to be withheld and the system will recalculate the payment and will not make the deduction, since there is not sufficient pay to support it and meet the legally required taxes and deductions:

(continued next page)

Gross Wages	\$ 950.00
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Deferred Comp Election	\$885.00
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Taxes should be:

Federal Income Tax	\$ 9.29
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State Income Tax	\$ 1.93
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Local Income Tax	\$ 16.62
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Social Security & Medicare	\$ 69.04
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Retirement	\$ 47.50
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CURRENT SYSTEM

System Calculates Net:

Gross Wages	\$ 950.00
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less

Retirement	\$ 47.50
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Deferred Compensation	\$ 885.00
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Social Security & Medicare	\$ 17.50	(short)
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Federal Income Tax	\$ -	none
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State Income Tax	\$ -	none
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Local Income Tax	\$ -	none
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Net payment	\$ -
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As you can see in the above example, the system withheld the entire deferred compensation amount but did not pay the required taxes on the amount. In KHRIS, the system will calculate the taxes based upon the deduction. When the calculation returns a negative net figure (including the legally required taxes), it will recalculate the payment without the deduction, since it cannot be made and still withhold the taxes.

KHRIS

System Calculates Net:

Gross Wages	\$ 950.00
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less

Retirement	\$ 47.50
------------	----------

Social Security & Medicare	\$ 69.04
----------------------------	----------

Federal Income Tax	\$ 9.29
--------------------	---------

State Income Tax	\$ 1.93
------------------	---------

Local Income Tax	\$ 16.62
------------------	----------

subtotal:	\$ 805.62
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(continued next page)

At this point in the calculation, there is not enough pay left (\$805.62) to support the deferred compensation deduction of \$885.00. Therefore, the deferred compensation deduction will not be withheld and the system recalculates the payment, based upon the changes in taxation due to no deferred compensation deduction being made, and determines the net pay:

Recalculates Net:

Gross Wages	\$ 950.00
less	
Retirement	\$ 47.50
Social Security & Medicare	\$ 69.04
Federal Income Tax	\$ 102.88
State Income Tax	\$ 36.27
Local Income Tax	\$ 16.62
Net Pay:	\$ 677.69

Testing to see which employees currently would be affected by these changes is not possible in UPPS because UPPS does not support the programming changes that would be necessary to run the calculations against payroll as they will be done in KHRIS. Such testing on current data also would not capture those cases which may occur in the future for employees whose pay is garnished or who sign up for large pretax deductions that exceed what their pay will support. It should be considered that any employee with a garnishment and pretax deductions will see some change in his or her net check from the way it is presently calculated. Any employee with a large pretax deduction that is currently resulting in the underpayment of payroll taxes will also see the results described above.

Agency payroll officers who have questions regarding this information may contact the Payroll Branch at (502) 564-6883. **A condensed version of this information will be distributed to employees in October.**

Upcoming Payroll Schedules:

September 2008						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 AUG 16-31 STATE HOLIDAY LABOR DAY	2 AUG 16-31 Manual pay & health ins. update	3 AUG 16-31 Manual pay & health ins. update	4 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	5 AUG 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	6
7	8 AUG 16-31 No Update	9 AUG 16-31 Update/ health ins.	10 AUG 16-31 Update/ health ins.	11 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12 AUG 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13
14	15 AUG 16-31 No Update PAYDAY	16 SEP 1-15 Manual pay & health ins. update	17 SEP 1-15 Manual pay & health ins. update	18 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 SEP 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20
21	22 SEP 1-15 No Update	23 SEP 1-15 No Update	24 SEP 1-15 Update/ health ins.	25 SEP 1-15 Update/ health ins.	26 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27
28	29 SEP 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 SEP 1-15 No Update PAYDAY END OF QUARTER				

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 SEP 16-30 Manual pay & health ins. update	2 SEP 16-30 Manual pay & health ins. update	3 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4
5	6 SEP 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 SEP 16-30 No Update	8 SEP 16-30 No Update	9 SEP 16-30 Update/ health ins.	10 SEP 16-30 Update/ health ins.	11
12	13 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 SEP 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 SEP 16-30 No Update PAYDAY	16 OCT 1-15 Manual pay & health ins. update	17 OCT 1-15 Manual pay & health ins. update	18
19	20 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 OCT 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 OCT 1-15 No Update	23 OCT 1-15 No Update	24 OCT 1-15 Update/ health ins.	25
26	27 OCT 1-15 Update/ health ins.	28 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 OCT 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 OCT 1-15 No Update PAYDAY	31 OCT 1-15 No Update	

November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 OCT 16-31 Manual pay & health ins. update	4 OCT 16-31 STATE HOLIDAY PRESIDENTIAL ELECTION DAY	5 OCT 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 OCT 16-31 Manual pay update files go down at 4:00 and remain down. RUN PAYROLL	7 OCT 16-31 Update/ health ins.	8
9	10 OCT 16-31 Update/ health ins.	11 OCT 16-31 No Update STATE HOLIDAY VETERAN'S DAY	12 OCT 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	13 OCT 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	14 OCT 16-31 PAYDAY * Manual pay & health ins. update For NOV 1-15	15
16	17 NOV 1-15 Manual pay & health ins. update	18 NOV 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 NOV 1-15 Manual pay Update. Files go down at 1:00 and remain down. RUN PAYROLL	20 NOV 1-15 Update/ health ins.	21 NOV 1-15 Update/ health ins.	22
23	24 NOV 1-15. Update/ health ins. Last day p1's can be approved for supp payroll	25 NOV 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL	26 NOV 1-15 No Update PAYDAY	27 NOV 1-15 STATE HOLIDAY THANKSGIVING	28 NOV 1-15 STATE HOLIDAY THANKSGIVING	29
30						

Classification & Compensation

Employee Update:

We are very happy to announce that Jim Lambert, the Classification and Compensation Branch Manager, has returned to work full-time after extended medical leave. However, Debbie Parido will continue to process Non Merits, so please continue to contact her on those issues.

Classification Specification Revisions:

The Classification and Compensation Branch will be making revisions to Class Specifications for conversion to KHRIS. The Commonwealth has Class Specifications that combine Education and Experience in one section: for example-- **EDUCATION & EXPERIENCE:** Sufficient education and professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives. Revisions to these Class Specifications will involve separating the Education and Experience requirement. Classification and Compensation Branch employees will be contacting agency users of the Class Specifications requiring revisions.

Processing of Multilingual Premium:

Effective October 1, 2008, the Personnel Cabinet will begin reviewing requests for Multilingual Pay. The process for approval of Multilingual Pay will be as follows:

- 1.) The Agency must complete the Request for Approval of Multilingual Premium Per 101 KAR 2:034 Section 9 (3) form and forward it to the Personnel Cabinet, Classification and Compensation Branch, for review. This form is available on our website in the Forms Library on the homepage and under HR Administrators/Personnel Information/Personnel-Related Forms at this link: <http://personnel.ky.gov/NR/ronlyres/9722783B-3157-42C4-9AEE-149F04115A11/0/MultilingualPremiumForm091608.doc>
- 2.) The Classification and Compensation Branch Manager will then contact the Agency (by email) indicating approval or denial of the request. Upon approval, the Classification and Compensation staff will then send the approved form to the Processing and Records Branch for processing of this action.
- 3.) The Processing Consultant assigned to the agency will contact the HR Administrator to explain processing and PD procedures for this premium.

*If assistance is needed in locating a testing facility or organization, please contact the Classification and Compensation Branch Manager at 502/564-6832.

(see regulation on next page)

(3) Multilingual hourly premium.

(a) Upon request by an appointing authority, the Secretary may authorize the payment of a supplemental multilingual hourly premium for an employee who is assigned to complete work duties in a specified foreign language. An employee completing work duties in a specified foreign language shall receive a multilingual hourly premium based on the percentage of time multilingual skills are performed.

(b) Language proficiency testing shall be completed prior to an employee receiving the multilingual hourly premium. Testing shall indicate a standard level of multilingual proficiency as required by the appointing authority.

(c) An appointing authority shall submit the multilingual premium request to the Personnel Cabinet in writing. The request shall contain, at a minimum:

1. An explanation of the reason or reasons for granting the multilingual premium;
2. The percentage of time the employee will use multilingual skills; and

3. Certification by the appointing authority that the employee has completed multilingual testing and received a standard level of multilingual proficiency rating. This certification shall include the name of the testing facility or organization, the format of the test taken (oral, written, or a combination of oral and written), and the level of proficiency granted in the request for the multilingual premium.

(d) Once authorized, the multilingual hourly premium shall apply to all employees in that agency who are regularly assigned to complete work in a specified foreign language once the employees are individually approved in accordance with this subsection.

(e) An employee shall not receive a multilingual hourly premium after reassignment, reclassification, transfer, promotion, reallocation, or demotion to a position which no longer requires work in a specified foreign language.

(f) An employee who ceases to perform work duties in a specified foreign language shall not be eligible to receive a multilingual hourly premium.

(g) The Secretary may rescind the multilingual hourly premium authorization provided to an agency or individual employee at any time.

(h) The multilingual hourly premium shall not be considered a part of base pay or wages.

Career Opportunities System

Personnel Cabinet Veterans' Preference Procedures

Purpose

In order for the Personnel Cabinet to ensure consistency and compliance with the offering of interviews for veterans on each register the procedures contained within this process were established.

Application

This procedure applies to each register certified to an agency on or after July 21, 2008.

Authority

[101 KAR 2:066](#)

[Personnel Memo 08-18](#)

Cabinet Procedure

Identify Veterans for Interview

Each register certified to a state agency for employment consideration will contain a "V" in the "VETERAN STATUS" column for each candidate that has provided the Personnel Cabinet the necessary documentation to verify their veteran status.

Offer Veterans an Interview

An agency shall **offer** an interview to at least five (5) candidates identified as a veteran on a register. If there are fewer than five candidates identified as a veteran the employing agency shall offer an interview to all candidates who qualify for veterans' preference.

Documentation of an Offer or Interview

The four HR statuses to use to document veteran compliance with this procedure;

- "Interview Declined"
- "Interviewed"
- "Previously Interviewed"
- "No Response Received"

Previously Interviewed is to only be used when there are five or fewer veterans on the certified register and the an employing agency has previously interviewed the individual entitled to Veterans' Preference for a job vacancy in the same classification, the same work county and by the same employing agency within the previous six (6) months.

No Response Received is to be used when you have attempted to contact a veteran by leaving a voice mail message or sending an e-mail message and the employing agency receives no response within five business days.

Reminders

- Veterans' preference does not supersede reemployment candidates
- Certified register report is the official document for identifying veterans with preference status (documentation verifying a veterans status must be received by the Personnel Cabinet BEFORE the certification of a register to qualify for preference)
- Certified letter to offer an interview is not a requirement

KY Public Employees Deferred Compensation



It's not too late to plan to attend *Expo 2008 – Helping to Build Your Financial Future!*

You still have an opportunity to meet with your supervisor and schedule time to attend Expo 2008 where we are helping you build your financial future. *Helping to Build Your Financial Future* Retirement Education Expos are open from 9 a.m. to 4 p.m. and are sponsored by the Kentucky Public Employees' Deferred Compensation Authority.

If you work for Kentucky State Government, please join us at the 2008 Expo during one of the following days from 9 a.m. to 4 p.m.:

Tuesday, September 23 in Louisville at the Marriott Louisville Downtown (2-hours parking paid for by Deferred Comp)

Wednesday, September 24 in Somerset at the Center for Rural Development

Thursday, September 25 in Frankfort at the Frankfort Convention Center

- Meet one-on-one with Kentucky Plan Service Representatives and investment providers – anytime throughout the day.
- Attend an optional retirement workshop:

<i>Financial Literacy</i>	9:30 a.m. or 1:00 p.m.
<i>Understanding Your Spectrum of Investment Options</i>	10:30 a.m. or 2:00 p.m.
<i>Navigating kentuckydcp.com</i>	11:30 a.m. or 3:00 p.m.

Each workshop lasts approximately 45 minutes.

- An Expo Attendance Certificate will be provided for you to give to your supervisor upon return to work.

For more information

Visit us online at www.kentuckydcp.com or call us toll-free at 1.800.542.2667.

PERSONNEL CABINET TELEPHONE LISTING, October 1, 2008

OFFICE OF THE SECRETARY, 3rd Floor (564-7430)
Secretary Nikki Jackson
Deputy Sec. Tim Longmeyer
 Misty Bevins-Reynolds, x 564-6798
 Sonja Cox, x 564-6791
 Crystal Pryor, x 564-9653
 Bill Ryan, x 564-6531
 Charles Wells, x 564-6061

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (564-7430)
EXEC DIRECTOR'S OFFICE
 Suzette Gash, x 564-6738
 Scott McKenzie, x 564-6770
 Jim Carpenter, x 564-
 Justin Ebert, x 564-
ADMINISTRATIVE SERV.
 Natalie Jackson, x 564-6762
 Sherry Kefauver, x 564-3638
 Rachel Kennedy, x 564-6740
 Elinda Manley, x 564-6758

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)
Dan Egbers
 Dinah Bevington, x 564-6780
 Sue Britton, x 564-6773
 Joe Cowles, x 564-6804
 Tanya Lawrence, x 564-6783

OFFICE OF EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7911)
Mary Hook
 Mary Greenwell, x 564-6815
 Dana Harvey, x 564-7824
 Darlene Stewart, x 564-5953
SAFETY PROGRAM
 Scott Gasser, x 564-6814

WORKERS COMPENSATION
 (564-6847) 888-860-0302
 Melissa Clay, x 564-6655
 Jeffrey Hockensmith, x 564-6642
 Matthew Hutcherson, x 564-6645
 Valerie McGraph, x 564-6648
 Paula Spicer, x 564-6654
LIFE INSURANCE
 (564-4774) 800-267-8352
 Sharon Spencer, x 564-5599
 Gaye Adcock, x 564-5591
 Michele Ellis, x 564-5592
 Melinda Giles, x 564-5593
 Joe Hughes, x 564-5595
 Jeri Payton, x 564-5596
 Kim Quinn, x 564-5598

RETURN TO WORK
 (564-0348)
 Donna Shelton, x 564-6625
 Vickie Smitha, x 564-0348
WORKPLACE RELATIONS
 Linda House Patrick, x 564-5974

EMP ASSISTANCE
BUSH BLDG (564-5788)
 800-445-5327
 Trina Koontz, x 223
 Zack Culver, x 225
 Barbara Henderson, x 222
 Rebecca Waddle, x 221
EMPLOYEE RECOGNITION
 Debbie Bohannon, x 564-5954
 Mandi Flynn, x 564-5955

OFFICE OF DIVERSITY AND EQUALITY
EXEC DIRECTOR'S OFFICE, 1st Floor (564-8000)
 Michéle Lawlis
 Colene Elridge, x 564-6869
 Kevin Gunn, x 564-5302
 Arthur Lucas, x 564-5304
 Clint Morris, x 564-5313

GOVERNMENTAL SERVICES CENTER
@ Kentucky State University, 400 East Main Street
Academic Services Bldg - 4 W, Frankfort, KY 40601
Main Number: 502/564-8170 or 564-7455

EXEC DIR'S OFFICE
 Sissy Meredith
 Esteva Caise Dragg, x 224
 Catrice Clemens, x 221
 Blaikie Wellington, x 221
SPECIAL PROJECTS
 David Finley, x 256
 Wes Swarner, x 227
PERFORMANCE MGMT
 (564-3090)
 Stan Riley, x 237
TRAINING & EMPLOYEE DEVELOPMENT
 Jeanne Olivas, x 243
 Kimberly Byner, x 245
 Katy Cave, x 253
 Jon Samokar, x 254
 Rick Schad, x 236
 Donna Simpson, x 223
ORGANIZATIONAL DEVELOPMENT
 Tim Anderson, x 247
 Jamille Smith, x 238

CENTER OF STRATEGIC INNOVATION
EXEC DIRECTOR'S OFFICE, 3rd Floor (564-7430)
Wayne Harman
 Jamie Allen, x 564-9657
 Lee Cowherd x 564-6811
 Tina Goodmann, x 564-5973
 Dera Lindsay, x 564-5588
 Missy McCray, x 564-6817
 Tammy McNew, x 564-5923

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE
 Robert C. Brown
 Pat Goodlett
 Chris Helvey
 Neal Lanham
 Timothy Lanham
 Claudia Morton
 Connie Smith
INVESTMENT & RECORDS
 Sandi Whitaker
 Tracy Adams
 Leanne Barger
 Diane Collins
 Amanda Hansel
 Barbara Hedrick
 Amy Mosby
 Susan Pardi

PAYOUT COUNSELING
 Eric Simpson
 Julie Gordon
 Julia Holbrook
 Kelley Peach
 April Smyth
 Kristey Warfield
PARTICIPANT SERVICES
 Jean Henning
 Sandra Baker
 Floyd Boler
 Mary Brouse
 Nida Clary
 Carrie Howard
 Donna Towles

DEPARTMENT OF PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, 3rd Floor (564-7571)

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, 3rd Floor (564-6464)
 Mary Elizabeth Harrod, x 564-6619
 Larry Gillis, x 564-6618
 Stephanie Carpenter, x 564-6616
 Myrissa Patton, x 564-6624
 Flo Warner, x 564-5264

PROCESSING & RECORDS
 (564-6873)
 Carolyn Bruce, x 564-6657
 Pam Brookman, x 564-6656
 Lisa Case, x 564-6665
 Dena McGuire, x 564-6669
 Mike Rice, x 564-6672
 Paula Round, x 564-6670
CLASS & COMP (564-5300)
 Jim Lambert, x 564-6832
 Carla Gray, x 564-6825
 Vickie Hatchel, x 564-6831
 Dawn Moreland, x 564-6851
 David Onkst, x 564-6810
 Debbie Parido, x 564-6859
 Mark Thompson, x 564-6865

PAYROLL (564-6883)
Yvonne Richmond, x 564-6718
 Karen Blackburn, x 564-6701
 Gail Cooper, x 564-6709
 Shannan Goodrich, x 564-6711
 Greg McGaughey, x 564-6714
 Dana Pitcock, x 564-6715

PERSONNEL CABINET TELEPHONE LISTING, October 1, 2008

DIVISION OF CAREER OPPORTUNITIES DIRECTOR'S OFFICE, 1st Floor (564-6920)

Barbara Barnes, x 564-5173
Alaina Myers, x 564-5293

APPLICANT SERVICES (564-8030)

Jena Camden, x 564-5221
Stuart Clark, x 564-5148
Denice Driver, x 564-5223
Roger Riddell, x 564-5150
Becky Singleton, x 564-5248
Theresa Wood, x 564-5266

REGISTER (564-8030)

Rick Davis, x 564-5197
Katharine Barber, x 564-5146
Roberta Brownlee, x 564-5192
Cheri Chambers, x 564-5195
Sharen Fogle, x 564-5202
Kay Goodwin, x 564-5203
Marilyn Marshall, x 564-5276
Sharon Smither, x 564-5207
Kay Wallace, x 564-5214

DIVISION OF TECHNOLOGY SERVICES DIRECTOR'S OFFICE, 3rd Floor (564-4690)

Lisa Shelton, x 564-5948
SYSTEM ANALYSIS
(564-4690)

Michele Kays, x 564-6584
Rebecca Billings, x 564-6579
Carolyn Blankenship, x 564-7254
Wendy Campbell, x 564-5694
Toni Donoho, x 564-6561
Latonia Dooley, x 564-6577
Kimberly Hatter, x 564-5124
Connie Page, x 564-6585
Robbie Perkins, x 564-5127
Neil Popplewell, x 564-5140
Beth Rangel, x 564-6603
Tonya Smith, x 564-5985
Debra Weber, x 564-5589
Rebecca Whitaker, x 564-5144
David White, x 564-7624
Laurie Wilson, x 564-6549

IDMS

Matthew Butts, x 564-5908
Paige Gottlieb, x 564-5906
David Kaelin, x 564-5908
James Mitchell, x 564-5906

Martha Sherrow, x 564-5191
Phillip Franz, x 564-5299

HUMAN RESOURCES CERTIFICATION (564-8030)

Karen Mixson, x 564-5291
Mitchell, Adair, x 564-5161
Shona Alderson, x 564-5268
Todd Baggarly, x 564-0500
Scotty Barker, x 564-5271
Linda Brown, x 564-5272
Harold Hall, x 564-5275
Debbie Hatfield, x 564-5298
Mark Kennedy, x 564-5295
Rose Nipp, x 564-5292
Marietta Thompson, x 564-5293
Maureen Travers, x 564-5294

RECRUITMENT (564-8030) Kimberly Roush, x 564-5139

APPLICATION DEVELOPMENT (1st Floor)

James Koontz, x 564-6599
Randy Denney, x 564-5121
Lisa Jeffrey, x 564-6713
Steve King, x 564-5529
Emily Parr, x 564-6600
Rhonda Phillips, x 564-9822
Brandon Short, x 564-6604
Angie Taulbee, x 564-7107

NETWORK SUPPORT (564-0198)

Lisa Rowe, x 564-5935
Travis Humphries, x 564-5920
Hong Lin, x 564-5986
Aaron McNulty, x 564-5919
Kathy Naber, x 564-5943
Jason Ritter, x 564-5925
James Ross, x 564-5928
Jason Rowland, x 564-5918
Susan Stinnett, x 564-5936
Server Room, x 564-5171
Work Room 324, x 564-5714

CONTRACTORS

Safdar Abedi, x No Phone
Wade Amis, x 564-6819
Andrew Bell, x No Phone
Atul Bhagat, x 564-5994
Alexia Brooks, x 564-8356
Eddie Brown, x 564-6494
Kevin Chandrasekera, x No Phone
Akhyanshu Das, x No Phone
Nitin Fuldeore, x 564-6494
Abhay Gaikuoat, x No Phone
Richard Gee, x 564-6689
Laurie Gemmel, x 564-8335
Sandya George, x 564-5991
Seema Gilani, x 564-6608
Margo Grailich, x 564-6574
Julie Gregory, x 564-6695
Bruce Greenfield, x 564-5993
Eric Herron, x 564-5992
Wayne Holstein, x 564-6694
Steve Hutchinson, x 564-6650
John Jacobson, x 564-3664
Francis Kasu, x 564-8134
Aruna Lakshmanaperumalraja, x 5652
Siva Mariyappan, x 564-6537
Randy Meek, x 564-5583
Sumeet Mehta, x 564-9812
Venkat Mondreti, x 564-5980
Madan Kuman More, x No Phone
Darshan Mulmule, x No Phone
Sreejith Nair, x 564-5994
Meyyappan Narayanan, x 564-5990
Sreejith Nelloolichalil, x 564-5994
Ulli Neuwirth, x No Phone
Cary Nimmicht, x 564-9344
Satyadev Pavuluri, x No Phone
Linkin Pereira, x 564-5222
Siddhartha Ponduru, x No Phone
Grace Pu, x 564-6574
Rishabh Puri, x No Phone
Gary Ramage, x No Phone
Rod Rayment, x 564-3665
Yugandhar Reddy, x No Phone
Pradha Saradhi, x 564-5308
Smita Sarkar, x 564-9812
Heinrich Schulz, x 564-6196
Larry Sekel, x 564-6448
Pooja Shah, x 564-5921
Rajan Shetye, x 564-5942
Jeff Stoddard, x 564-8337
Eric Tobias, x 564-8135
Glen Tuggle, x 564-5563
Bill Whitham, x 564-6552

DEPARTMENT OF EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (564-0358)

Fred Nelson
Rebecca Greenwell, x 564-5494
Sharley Hughes, x 564-5488

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (564-0358)

MEMBER SERVICES (564-6534)

888-581-8834
Jerry Ferguson, x 564-5656
Christie Burkhead, x 564-5610
Sherry Davis, x 564-5611
Cindy Dempsey, x 564-5518
Merla Graves, x 564-5626
Lynn Jones, x 564-5654
Clara Serafini, x 564-5643

ENROLLMENT INFORMATION (564-1205)

Nancy Knight, x 564-5530
Kim Collins, x 564-5532
Kimberly Dennis, x 564-9638
Mamatha Kotha, x 564-5554
Philip Luckett, Sr., x 564-5534
Teresa Shipley, x 564-5545
Jeffrey Wiley, x 564-5556
Christina Winans, x 564-5558

DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS (564-7101)

Cindy Stivers, x 564-6730
Paula Chisholm, x 564-6723
Bruce Cottew, x 564-6732
Vickie Poole, x 564-6724

FINANCIAL MANAGEMENT (564-9097)

Cindy Thomas, x 564-5710
Lori Elder, x 564-5667
Beth Gebhart, x 564-5713
Lea Howard, x 564-5668
Michelle James, x 564-5669
Michael Kolokowsky, x 564-5719
Barbara Meyers-Hughes, x 564-7826
Lisa Momenpour, x 564-5676
Annette Osborne, x 564-5666
Alexa Perry, x 564-5682
Brenda Roark, x 564-5699
Jonathan Smith, x 564-5683
Irma Turner, x 564-5685

FLEXIBLE BENEFITS (564-0350)

Donna Cordier, x 564-5601
Debbie Fraley, x 564-5602
Mae Green, x 564-5603
Jerry Jones, x 564-6731
Hannah Stanfield, x 564-5608

Career Opportunities (Dir / Register) (1st Flr) ... FAX 564-3588
Career Opportunities (HR Cert) (1st Flr) FAX 564-0512
Class & Comp (3rd Flr) FAX 564-0222
Deferred Comp FAX 573-4494
DEI Commissioner/Member Services (2nd Flr) .. FAX 564-5278
DEI Enrollment Information (2nd Flr) FAX 564-1085
DEI Financial Management (2nd Flr) FAX 564-0715
DEI Flexible Benefits Branch (2nd Flr) FAX 564-0364
Employee Management, Dir's Office (3rd Flr) .. FAX 564-1823
Employee Relations (3rd Flr) FAX 564-4311
Governmental Services Center (KSU) FAX 564-2732 / 564- 8056
KHRIS Projects (3rd Flr) FAX 564-1507
KEAP (Bush Building) FAX 564-5189
Life Insurance (3rd Flr) FAX 564-4034
Network Support (3rd Flr) FAX 564-2274
Personnel Admin., Comm's Off. (3rd Flr) FAX 564-9249
Processing & Payroll (3rd Flr) FAX 564-5826
Performance Mgmt (KSU) FAX 564-2675
Secretary's Office (3rd Flr) FAX 564-7603
Workers Comp (3rd Flr) FAX 564-9119

Canteen (1st Flr) 227-2279
Facilities Management - Jennifer Fey 330-3392 (cell)
Frankfort Police Department 502-875-8582
Frankfort City Emer (Amb, Fire & Police) 911 / 502-875-8500
Kentucky State Police (Frankfort Post) 502-227-2221
Legal Conference Room 328A 502-564-3651
Personnel Admin. Conference Room 318 502-564-3654
SOB Loading Dock 564-1475
SOB Front Desk Reception 564-9749
SOB Auditorium & 1st Floor Training Rooms Ashley.Evans@ky.gov
State Operator 800-222-5555 / 564-3130
Personnel Answer Line 564-8339/ 866-725-5463
Quick Copy 564-2670

Personnel Cabinet Webpage "<http://personnel.ky.gov>"

Personnel Connection Webpage "<https://extranet.personnel.ky.gov>"